

REGIONAL ROTATIONAL/DEVELOPMENTAL ASSIGNMENT PROGRAM PROCEDURES

1. INTRODUCTION. These procedures are designed to be detailed descriptions of all actions and interrelationships required to ensure the Regional Rotational/Developmental Assignment Program (RDAP) is a success.

2. PROGRAM DESCRIPTION.

a. The RDAP is a program established to support the Army Acquisition Corps objective of having a highly skilled and multi-functional workforce with strong management and leadership skills. This program is designed to enhance individual professional development by providing opportunities for individuals to gain needed functional and leadership competencies. It facilitates the Army Acquisition Corps' effective method of cross training the Army Acquisition and Technology Workforce (A&TWF) with multi-functional acquisition skills and management/leadership skills. The RDAP also provides opportunities for individuals to accept increased levels of responsibility and develop skills through on-the-job training. The RDAP is a locally managed program with central oversight by the Deputy Director, Acquisition Career Management (DDACM) and the Acquisition Career Management Office (ACMO).

b. The RDAP will support the application and use of the four integrated processes described in the Army Acquisition Corps' (AAC) Acquisition Career Development Plan (ACDP). The ACDP is a methodology that provides A&TWF members the ability to focus on developing the skills, knowledge and characteristics they need to enhance their acquisition career. The ACDP provides the framework to help A&TWF members create a career progression map to guide them from a level of functional expertise to the level of strategic leadership. Further information on the ACDP can be found in the AETE Catalog, Section II, at <http://dacm.rdaisa.army.mil>.

3. OBJECTIVES.

a. The objectives of the RDAP are to:

- (1) Broaden and enhance A&TWF member's management and/or leadership skills in any Acquisition Career Field
- (2) Develop multi-functional acquisition skills and competencies
- (3) Provide opportunities for increased levels of responsibility
- (4) Gain required experience necessary to become certified in another acquisition career field
- (5) Enhance skills through specialized acquisition/leadership on-the-job training

b. The RDAP also provides the organization an avenue for their personnel to broaden skills while still remaining part of the parent organization. The gaining organization benefits from the temporary addition to their organization who will bring new ideas and possibly a fresh approach to the assignment.

4. PARTICIPATION.

a. The RDAP will be open to A&TWF civilians with the following certification stipulations:

(1) A&TWF members who are certified Level III in their position of record are eligible for developmental assignments in all acquisition career fields.

(2) If A&TWF members have not met their position of record certification requirements or if position requirement is less than Level III, the individual is restricted to developmental assignments only in the same acquisition career field as their current position.

b. The participants will be provided experience opportunities designed to provide career and leadership development in a structured program. Participants will build an Individual Development Plan (IDP) that, if implemented, would provide the experience and training required to fulfill specific developmental needs. The IDP will be an integral component for selection into the RDAP. The RDAP participant's stature or opportunity for promotion should not be threatened or diminished as a result of a developmental assignment to another position or organization.

5. DEFINITION OF SUCCESS. Successful completion of the RDAP entails achievement of the goals identified in each participant's IDP over the specified developmental assignment period. RDAP participants will return to their official position of record upon completion of the RDAP assignment.

6. BASIC PROGRAM STRUCTURE. Applicants will be selected from application packages forwarded to a local selection board from the Regional Director's office. The board will slate the RDAP participants into assignments that match the participants' developmental needs based on their application and the needs of the gaining organization. The gaining organization will have final slating approval. Upon selection, RDAP participants will be detailed to a set of duties by a Request for Personnel Action (RPA).

7. CIVILIAN PERSONNEL ADMINISTRATION.

a. Detail Action. The parent organization will prepare an RPA that assigns the individual to a set of duties in increments of 120 days. The set of duties will be prepared using the verbiage from the Assignment Duties Section of the Organizational Application. The RPA will specify information for the official detail (to include organization title, set of duties, length of assignment, and the appropriation code). The RPA, the official document of record, will be signed by the parent organization's supervisor of the RDAP participant. An RPA must be completed for each 120-day period during the developmental assignment period.

b. Time and Attendance Reporting. Official time and attendance reporting is the responsibility of the parent organization. The gaining organization is required to furnish all leave requests to the parent organization.

c. Rating Chain/Support Form/Evaluation.

(1) Performance rating periods will be in accordance with RDAP participant's current rating plan (CCAS, TAPES, or Laboratory Demonstration). Both the immediate supervisor and the RDAP participant will jointly complete the appropriate appraisal system support form within 30 days of assignment to the "detail". There must be an A&TWF member, CE or above, in the rating chain. NOTE: The parent organization must have a support form in place for the employee's position of record.

(2) The immediate supervisor in the gaining organization is responsible for completing a "Special" rating/evaluation to be forwarded to the parent organization by the end of employee's rating period. This "Special" is to be used as input for the employee's annual evaluation. The parent organization is responsible for preparing the employee's annual evaluation using the "Special" as input.

d. Competitive Area. All RDAP participants are required to remain in their parent organization's competitive and local commuting area. There is no travel or PCS funding provided.

8. RESOURCE MANAGEMENT. The participant's salary will be covered by either the parent or gaining organization as designated in the specific regional announcement. All travel expenses will be the responsibility of the gaining organization. Attendance and approval of centrally-funded acquisition and leadership training that has been identified on the participant's IDP will be the responsibility of the gaining organization. Other alternatives, however, may be considered, as appropriate, and as agreed to by the parent organization, gaining organization and participant.

9. PROGRAM EXECUTION. The general process for the RDAP is outlined below:

a. A memorandum signed by the Regional Director will be forwarded to all organizations having A&TWF positions to solicit potential opportunities for developmental assignments. Organizations interested in participating in the RDAP will identify developmental assignments that meet the requirements as set forth in these procedures and submit them electronically or in hard copy to the Regional Director. The identification process will include supervisor's name, telephone number, e-mail and information pertaining to the assignment such as the duty description, acquisition career field, the functional and leadership experience gained from performing in the assignment, and the planned length of assignment. Once an organization has identified the developmental opportunities and *accepted an applicant*, the organization will be committed to participating in the RDAP. The organization will consider existing vacant positions, backfill of positions vacated by Long Term Training, developmental assignments, and special projects such as Integrated Process Teams and Source Selection Evaluation Boards as

potential opportunities for RDAP. Note: An authorization is not required for participation in this Program.

b. A general announcement will be sent to the workforce by the Regional Director advertising the RDAP opportunity. The announcement will specify the RDAP is not a promotion opportunity. Application package will require:

- (1) Participant's Application Form, including participant's and supervisor's agreement
- (2) Resume, not to exceed three pages, ensuring experience/dates correspond with ACRB assignment history
- (3) Acquisition Career Record Brief (ACRB), updated with current information and signed by the individual
- (4) Senior Rater Potential Evaluation (SRPE)
- (5) IDP, updated to include future acquisition and leadership goals and objectives expected to achieve through the RDAP
- (6) The last three Performance Evaluations to include Support Forms

c. Regional Selection Board and Slating Process: A regional board review process will be the method of selecting potential RDAP participants. This board review process will also be the method of matching developmental assignment opportunities with the selected individual needs. The slating recommendation will be presented to the gaining organization.

(1) Convening Authority. The convening authority for the RDAP Selection Board is the DDACM. The DDACM authorizes the convening and scheduling of the boards, and may delegate the selection authority and proposed slating to the local boards.

(2) Board Membership. The Selection/Slating Board members will be a representation of the acquisition functional areas and possess the various experience and skills applicable to the acquisition workforce. The chairperson must be at least of the rank/grade of Colonel/GS-15 (or BBL equivalent). The Board will be made up of five members who are in the Army Acquisition Corps, be at least the rank/grade of LTC/GS-14 (or BBL equivalent) and members from the various organizations participating in the RDAP.

(3) Regional Director's Responsibility. The Regional Director's office will review RDAP application packages for eligibility. Once the initial "scrub" takes place, the packages will be turned over to the Selection/Slating Board.

(4) Board Execution. The Regional Director will brief the RDAP Selection/Slating Board. The Selection/Slating Board will review application packages and determine the appropriateness of the requests. The Selection/Slating Board will then provide a slating recommendation to the Regional Director. The gaining supervisor has the final slating approval

for his or her position. The board and gaining supervisor will consider the following as part of the selection and slating process:

- (a) Background experience as reflected in the ACRB and Resume;
- (b) Developmental needs and expectations of the potential participant;
- (c) Individual's preferred assignments in both the Acquisition Career Field and the organization (first/second preferences);
- (d) Workload and mission needs of the individual's current position that may impact assignment date;
- (e) Performance Ratings; and
- (f) Senior Rater Potential Evaluation

d. Notification of Selectees: The RDAP selectees will be notified of their selection and slating by letter upon approval of board recommendations. If applicant declines the offer, the declination must be endorsed by the command/organization.

e. Placement Process: The slating board's recommendation will include a proposed tour of duty. The length and type of assignment may vary based on organizational and individual needs. Most assignments are expected to last one year to gain experience in the identified acquisition and leadership skills, although details from 6 months to two years may be approved. The slating board, based on the needs of the organization and the RDAP participant, may approve shorter or longer-term assignments. The developmental assignments are at the current grade of the RDAP participant. The gaining organization will review the set of duties and develop a support form with the employee within the first 30 days of the assignment. The employee will be detailed to a set of duties for developmental purposes and shall be rated in accordance with the normal rating procedures (as described in paragraph 7c above). The parent organization will pay the salary for an individual placed in the RDAP unless other arrangements have been made as noted in paragraph 8 above. Continuous Learning Points (CLPs) will be assigned based on established OSD policy.

10. PROGRAM EVALUATION. Early identification of issues and problems, as well as successes, is paramount to the success of the RDAP. Feedback from the participants, their immediate supervisors, Regional Director, and all others involved in the program, is a valuable tool that can be used for program evaluation. The RDAP members will have a direct communication link to the Regional Director.

a. Board Execution. Lessons learned from the board process will be used to identify problems and institute solutions to improve the board selection process.

b. Participant and Gaining Organization Supervisor's Mid-Point Survey. A survey completed by the participant and gaining organization supervisor is required at the mid-point of

anticipated assignment. The Regional Director will require the supervisor to furnish information such as the developmental progress, issues, concerns, and lessons learned. The supervisor will survey IDP progress and will address any impediments encountered to achieving IDP goals in the survey. In addition, the employee will do an assessment of the training/experience provided.

c. Exit Survey. The Regional Director will interview the gaining organization's supervisor and employee at the end of the assignment. This feedback will be used by the DDACM and ACMO to:

(1) Determine changes deemed necessary or helpful to improve the RDAP

(2) Decide the value of the program and whether it should be continued

d. Follow-Up Survey. In addition to the semi-annual survey and exit survey used in conjunction with the RDAP assignment, another survey will be used to query the former RDAP participants and their current supervisors six months after completion of the program. The DDACM and ACMO will use the surveys to determine the effectiveness of the RDAP and to make changes as necessary.